

INDIANA SCHOOL NURSE OF THE YEAR 2004-2005



INDIANA DEPARTMENT OF EDUCATION
Room 229, State House
Indianapolis, Indiana 46204

INDIANA SCHOOL NURSE OF THE YEAR AWARD GUIDELINES AND CRITERIA

PURPOSE

To publicly recognize Indiana school nurses by honoring one school nurse annually who demonstrates excellence in school nursing practice and leadership in school health.

SPONSOR

Indiana Department of Education in collaboration with the Indiana Organ Procurement Organization

ELIGIBILITY

1. Nominee from a Department of Education accredited public or nonpublic school.
2. Nominee must:
 1. Be a registered professional nurse.
 2. Have a Bachelor of Science in Nursing or higher.
 3. Be a member of a professional organization. (Current and preceding two years membership in the National Association of School Nurses [NASN] is required for the Indiana School Nurse of the Year to be a nominee at the national level for that organization.)
3. Nominee must have five years experience as a school nurse and currently practice full-time as a school nurse. If the only school nurse position in a school involves fewer hours than usual, it will be considered full time for the purpose of this eligibility criteria. More than 50% of nominee's time must be spent in direct care.
4. Nominee may not be on the NASN Board of Directors or an officer of NASN at the time of nomination.
5. Evidence of excellence in school nursing practice must be based on *Scope and Standards of Professional School Nursing Practice* (copyright 2001, National Association of School Nurses and American Nurses Association).

Please refer to *Criteria for Selection* on pages 4 - 5 and 7 - 9 of this document.

PROCEDURE FOR SUBMISSION OF APPLICATION

1. Information must be submitted in an "8 ½ by 11" flat portfolio. (no ring binders)
2. Include in the nomination portfolio:
 1. Nomination Form **signed by superintendent of School Corporation or administrator of nonpublic school.**
 2. Support letter stating rationale for nomination from the person nominating the nominee.
 3. Curriculum vitae (CV) **signed by nominee.**
 4. Narrative describing the nominee's contributions in each of the categories named in the *Criteria For Selection*. Narrative should follow the categories and sub-areas exactly in outline form. Narrative **signed by nominee.**
 5. Supporting letters of recommendation:
 - Maximum of six (6) letters.
 - Letters may be reduced only to one-half page.
 - Letters may be from school nurse colleagues, administrators, supervisors, teachers, parents, students, or others.
 - Letters should describe specific issues or topics related to nominee's qualifications for the award. Use NASN's Scope and Standards of Professional School Nursing Practice ([copyright 2001, National Association of School Nurses and American Nurses Association]) as a reference.
 - Letters should directly reflect *Criteria For Selection* areas that the writer wishes to emphasize.
 - Local and state acronyms must be spelled out when used for the first time.
3. The total portfolio is not to exceed 20 pages (20 one-sided or 10 two-sided). This does not include the cover or the application page itself.
4. Submit original and **five (5)** copies of the completed nomination portfolio, **postmarked no later than May 14, 2004** to: Phyllis Lewis, Indiana Department of Education, Office of Student Services, Room 229, State House, Indianapolis, IN 46204. The Office of Student Services will verify date of the postmark.

CRITERIA FOR SELECTION

(Based on Scope and Standards of Professional School Nursing Practice [copyright 2001, National Association of School Nurses and American Nurses Association])

1. Quality of Care
2. Performance Appraisal and Ethics
3. Education
4. Collegiality
5. Collaboration
6. Research
7. Resource Utilization
8. Communication
9. Program Management
10. Health Education

SELECTION PROCEDURE:

1. Nomination portfolio must be **postmarked no later than May 14, 2004.**
2. IDOE will confirm eligibility-required information requested on nomination form.
3. IASN president will confirm NASN membership eligibility requirement.
4. The School Nurse of the Year Committee reviews and scores the nomination portfolios. The selection committee will consist of the President of the Indiana School Nurse Association (or designee), a practicing school nurse with a minimum of BSN preparation, the current Indiana School Nurse of the Year, a University School of Nursing BSN/MSN program representative, and a representative from the Indiana School Nurse Leadership Academy.
5. If nominee does not meet eligibility or submission criteria, the following actions will be taken:

Nominee is not a registered nurse	Reject portfolio, returned with explanation
Nominee does not have a bachelor of science degree in nursing	Reject portfolio, returned with explanation
Nominee does not meet NASN membership eligibility	Reject portfolio, returned with explanation
Nominee does not have five years experience as a school nurse	Reject portfolio, returned with explanation
Nominee does not spend a minimum of 50% of time in direct care	Reject portfolio, returned with explanation
Nominee is a current NASN Officer or board of director	Reject portfolio, returned with explanation
Missing signature of school corporation superintendent or administrator of non-public school on the nomination form	Deduct 10 points, returned for signature
Missing signature of nominee on either the vitae or narrative	Deduct 10 points, returned for signature
Letters of recommendation: Exceed six letter limit	Deduct 10 points; letters removed from portfolio prior to judging; letters are removed beginning with the last in the portfolio
Are reduced greater than ½ page	Deduct 10 points for each letter
Portfolio is greater than 20 pages	Reject portfolio, returned with explanation

Points will be deducted from the averaged nominee's score at the completion of the committee's judging.

A letter of explanation will be sent.

6. Selection committee will notify the Indiana Department of Education of the School Nurse of the Year recipient by May 28, 2004.
7. The Indiana Department of Education will telephone the selected nominee by May 28, 2004 and will notify the recipient and all other nominees of the results by mail.
8. The award will be presented at the Student Services Summer Institute Awards Luncheon, on June 23, 2004.

The decision of the Committee is final and not open to appeal. All ballots will be destroyed upon notification of the selected candidate.

INDIANA SCHOOL NURSE OF THE YEAR NOMINATION FORM

INSTRUCTIONS: Complete this form, attach supporting documents, and submit original and **five (5)** copies of nomination portfolio to: Phyllis Lewis, Indiana Department of Education, Office of Student Services, Room 229, State House, Indianapolis, Indiana 46204.
Review criteria, found in pages 4-5 and 7-9, prior to preparing the nomination portfolio.

Must be postmarked no later than May 14, 2004

Name and credentials _____

Social Security # _____

Home Address _____
Street City Zip code

Phone Number _____
Work Home

Employer's Name _____

Employer's Address _____

Present Position _____

Number of years in present position _____

Number of years in school nursing _____

Grade levels served in present position _____

Number of students served _____

Circle Response, please.

Registered Nurse	YES	NO
Position full-time (by Guidelines standard)	YES	NO
Provider of direct care in nursing practice	YES	NO
Bachelor of Science degree in Nursing (BSN)	YES	NO
Masters of Arts, Science in _____	YES	NO
Licensed by Indiana Professional Standards Board	YES	NO
Certified by National Board for Certification of School Nurses	YES	NO
Member of Indiana School Nurse Association	YES	NO
Member of NASN current and previous two years	YES	NO
Member of American School Health Association, School Nurse Section	YES	NO
Member of American Nurses Association	YES	NO

Nomination submitted by _____
(Signature)

Address _____

Date submitted _____

Superintendent's Signature _____
(Signature)

(The decision of the Committee is final and not open to appeal.)

INDIANA SCHOOL NURSE OF THE YEAR AWARD

CRITERIA FOR SELECTION (Based on Scope and Standards of Professional School Nursing Practice [copyright 2001, National Association of School Nurses and American Nurses Association]). (Score on a likert scale process with 0 indicating no evidence present and the listed score being strong evidence present, with interim scores such as 1,2 and 3 indicating mild, moderate, and very good evidence.)

QUALITY OF CARE (Standards of Care I-VI and Standards of Professional Practice I)

Demonstrated and utilized professional:

1. Nursing process _____3
2. Clinical knowledge and skills _____3
3. Quality assurance activities _____4

Possible Points 10 Total Points

PERFORMANCE APPRAISAL and ETHICS (Standards of Professional Practice II and V)

Contributed to school health program through unique and creative means such as:

1. Self-evaluation _____2
2. Evidence of current practice and professional growth _____3
3. Client advocacy _____3
4. Client confidentiality and respect _____2

Possible Points 10 Total Points

EDUCATION (Standards of Professional Practice III)

Assisted students, families, and groups to achieve optimal levels of wellness through:

1. Participating in continuing education _____4
2. Providing continuing education _____4
3. Educational background (judges will review CV) _____2

Possible Points 10 Total Points

COLLEGIALITY (Standards of Professional Practice IV)

Membership in professional organizations _____2

1. Local, state, national school nursing organizations
2. Local, state, national educational organizations
3. Other organizations; e.g., ANA, ASHA, NAPNAP

Service to professional organizations _____5

1. Elected or appointed office(s)

2. Creator, initiator, or collaborator of professional organization project(s)

Contributes to a healthy work environment through professional interaction _____3

Possible Points 10

Total Points

COLLABORATION (Standards of Professional Practice VI)

Collaborator in student care

1. Student _____2
2. Family _____2
3. School staff _____2
4. Community _____2
5. Other providers _____2

Possible Points 10

Total Points

RESEARCH (Standards of Professional Practice VII)

Participated in research project

1. Planning _____2
2. Development and administration _____2
3. Presentation _____2
4. Evidence of research application in practice _____2
5. Publication of results (article, monograph, or other professional publication) _____2

Possible Points 10

Total Points

RESOURCE UTILIZATION (Standards of Professional Practice VIII)

Case Manager/Coordinator _____5

Community involvement:

1. Member _____2
2. Service _____3

Possible Points 10

Total Points

COMMUNICATION (Standards of Professional Practice IX)

Communicator (written, verbal, and non-verbal skills) _____2

Political/legislative involvement

- | | | |
|----|---------------------------------|--------|
| 1. | member of legislative committee | _____1 |
| b. | documented lobbying effort | _____2 |
| 3. | testifying | _____2 |

Contribution to school nursing literature (article, monograph, or other professional publication)	_____3
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Possible Points	10	Total Points
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PROGRAM MANAGEMENT (Standards of Professional Practice X)

Creator/initiator of projects (school/community)	_____3
Participation in planning/assessment of school health services	_____3
Develops and implements policies, guidelines, and procedures	_____4

Possible Points	10	Total Points
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HEALTH EDUCATION (Standards of Professional Practice XI)

Curriculum development/evaluation	_____2
Teaching	_____2
Counseling	_____2
Resource/Facilitator	_____2
Staff Wellness	_____2

Possible Points	10	Total Points
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GRAND TOTAL POINTS

Selection Committee Member _____	Date _____
(Signature)	

INDIANA

SCHOOL NURSE OF THE YEAR AWARD

SELECTION COMMITTEE TALLY SHEET

Nominee: _____

Affiliate: INDIANA

CATEGORIES:

TOTAL POINTS

- | | |
|-------------------------------------|-----------|
| 1. Quality of care | 1. _____ |
| 2. Performance Appraisal and Ethics | 2. _____ |
| 3. Education | 3. _____ |
| 4. Collegiality | 4. _____ |
| 5. Collaboration | 5. _____ |
| 6. Research | 6. _____ |
| 7. Resource Utilization | 7. _____ |
| 8. Communication | 8. _____ |
| 9. Program Management | 9. _____ |
| 10. Health Education | 10. _____ |

GRAND TOTAL POINTS

Selection Committee Member _____
(signature)

Telephone number _____

Date _____

INDIANA

SCHOOL NURSE ADMINISTRATOR OF THE YEAR

NOMINEE EVALUATION FORM

Name: _____

Affiliate: **INDIANA**

Questions completed by Indiana Department of Education

- | | YES | NO |
|---|-------|-------|
| 1. Application postmarked by June 6, 2003? | _____ | _____ |
| 2. Nomination form completed and signed by person nominating candidate and superintendent? | _____ | _____ |
| 3. IASN member? | _____ | _____ |
| 4. NASN member current and preceding two years? | _____ | _____ |
| 5. Has completed 5 years experience in school health nursing? | _____ | _____ |
| 6. Not currently a NASN officer or BOD member? | _____ | _____ |
| 7. Indiana Registered professional nurse with Bachelor of Science in Nursing Degree? | _____ | _____ |
| 8. Full time school nurse practice? (Per guidelines) | _____ | _____ |
| 9. Provider of direct nursing care in current position? | _____ | _____ |
| 10. Curriculum vitae is signed by nominee? | _____ | _____ |
| 11. Supporting letters follow submission guidelines? | _____ | _____ |
| 12. Narrative addresses categories and is signed by nominee? | _____ | _____ |
| 13. Portfolio does not exceed required length or size? | _____ | _____ |

Forward to SNOY Award Committee

Date

Returned to nominee; application incomplete

Date